



BRACKEN VOLUNTEER FIRE DEPARTMENT
23600 FM3009, San Antonio TX 78266
(210) 651-5762

**Minutes – Bracken VFD Board of Directors Meeting
Monday, January 22, 2024**

Board Members

Charles Flink, President	- Absent	Skip Courter, Member	- Present
Kurtis Wilcox, Vice President	- Absent	Bob Schoeler, Member	- Present
Colin Smith, Treasurer	- Present	Gary Palmer, Member	- Present
Jim Moreland, Secretary	- Present	Jackie Mitchell, Member	- Present
Buddy Boone, Member	- Present		

General Membership Meeting

Treasurer Colin Smith called the meeting to order at 7:00 p.m. In addition to the BoD members above, Chief Zipp, Asst Chief Anz, and Bookkeeper Marilyn Winters were present. The Pledge of Allegiance to the U.S. Flag and Pledge to the Texas Flag were spoken.

Minutes Approval – The minutes from the November 2023 and the December 2023 Pro Forma meeting were presented. Motion to accept was made by Jackie Mitchell, Buddy Boone seconded, and the motion passed unanimously. Remove annual.

Treasurer's Report – Treasurer Smith presented the report in the absence of our Treasurer. As of January 21, 2024, cash on hand was **\$ 727,936.10**. We have received our 1st Quarter check from the ESD in the amount of \$553,200. This is reflected in the cash balances shown above. We issued a check in the amount of \$160,397.78 to ESD #6 as repayment of year end excess cash as per our contract. This is reflected in the cash balances shown above. Motion to approve the report made by Buddy Boone, Jackie Mitchell seconded. Motion passed unanimously. A copy of the summary report is attached.

Unfinished Business and General Orders

- 1. Fire Chief Report** – Chief Zipp reported that he is working on payroll to get everything updated based on approved budget numbers. Several members are going to RITT (Rapid Intervention Team Training) where trainees go inside a structure and rescue a downed firefighter. April is scheduled for the annual physical for firefighter screening. BVFD did this in conjunction with other departments and locked in a three-year price, saving nearly \$200 per person. INFO ONLY
- 2. Activity Report/ Emergency Rescue Report** – Asst Chief Anz reported for November, there were 57 total runs, 10 fire calls and 47 rescue calls. Average rescue response time: 5.83 minutes Average engine response time: 4.68 minutes. 8 calls were

run out of Station 2. Average rescue response time: 4.43 minutes. December, there were 60 total runs, 14 fire and 46 rescue calls. Station 1 ran 10 fire calls and 43 medical calls. Average rescue response time: 7.45 minutes. Average engine response time: 4.81 minutes. Station 2 ran 4 fire calls and 3 medical calls. Average squad response time: 5.92 minutes. Average engine response time: 3.16 minutes. Reports attached. INFO ONLY

3. **Emergency Services District (ESD 6) Update – No representatives attended.** Chief Zipp reported that each of the ESDs will be making their annual presentation to the Commissioners Court. Representatives from the Interlocal agreement departments will also brief at the next ESD meeting. Chief Zipp will be requesting ESD funding to upgrade the SCBA equipment to replace the aging Honeywell equipment (spare parts availability is becoming a problem). Estimated cost approximately \$180,000 and will be done in conjunction with other departments to get better pricing. INFO ONLY
4. **Review, discuss and act as needed on information regarding BVFD credit card loyalty programs and status of points/miles or cash back. Tabled from November meeting.** Chief Zipp reported that he did look into this. The card we are using now does provide points, but not cash back. The only time they are used is for on-line orders and truck repairs at Bluebonnet. The average use per month only averages \$1,500 per month. Gary suggested we table this again until Chief Zipp has time to look further into this. OPEN: CHIEF ZIPP
5. **Review, discuss and act as needed on what action should be taken regarding contacting members for email addresses to finish the new database.** Chief Zipp suggested he go over the list with Jim Moreland to ensure all known deceased members are flagged before any calls are made. There is no rush to get this done, so we will re-engage once the DB is screened for deceased members to avoid unnecessarily contacting family members. OPEN: CHIEF ZIPP/JIM MORELAND
6. **Discuss and take action as needed on Chief Zipp's request to spend up to \$10,000 in non-ESD funds for computers, bedding, radios, etc. (Approved at November 2023 meeting but OPEN to Chief Zipp to report back to the BoD on items purchased.)** Chief Zipp reported that so far, only laptop computers have been purchased with non ESD funds. He is still getting pricing on bedding and other items. Chief will provide an itemized list at the next meeting for all items purchased. OPEN: CHIEF ZIPP

New Business

1. **Discuss and take appropriate action on whether or not to continue the Annual Christmas Dinner.** Chief Zipp reported only 63 people attended, but the BVFD did get quite a few queries about why some members did not receive a personal invitation. Despite a complete revamp of the Member DB (database), there are many missing phone numbers and email addresses. For the record, we attempted to add both phone and email data as members renewed and paid their dues so it would not be so expensive to contact members by USPS for things like invitations to the Christmas Dinner. Unfortunately, of 1,273 member records, 407 Life Members and 436 Annual Members did not include email addresses in response to the last mailout. Jim Moreland asked the other Board Members if we could split the list up among the seven Board Members present, at least for Life Members, which would mean about 42 phone calls per Board Member to ask for updated email addresses. Discussion centered around getting the word out earlier, and perhaps moving the Appreciation Dinner to a less hectic time of the year. Chief Zipp suggested he go through the DB with Jim Moreland to mark members he is aware of that

have passed away so their families are not unnecessarily bothered. Treasurer Smith tabled the discussion pending the review for deceased members. OPEN: CHIEF ZIPP/JIM MORELAND

- 2. Review and take appropriate action on the final 2024 Pay Chart and associated pay policies. (See attached Tables and Policy statements).** Jackie Mitchell moved, Skip Courter seconded that the pay charts and payroll policy statements be adopted as shown in the attachments for the BVFD by the Board of Directors. Motion passed unanimously. CLOSED.

Round Table

Asst Chief Anz reported that Boy Scout Troop 828 and Cub Pack 828 currently sponsored by the BVFD Board of Directors, will once again be sponsored by Bracken Methodist Church. Bracken Methodist was prohibited from sponsoring Scout groups by the United Methodist Church. Bracken Methodist has realigned under the World Methodist Church, so the prohibition against sponsoring Scout organizations is no longer an issue. BVFD will no longer be asked to sponsor the Scouts. The final transfer should be complete within 60 days. CLOSED.

Adjournment

As all action items on the agenda had been addressed, Buddy Boone moved we adjourn, Gary Palmer seconded. Motion passed unanimously.

Treasurer Smith adjourned the meeting at 7:56 p.m. Next scheduled meeting is February 26, 2024 at 7:00 p.m.

Respectfully submitted,

Jim Moreland

Jim Moreland
Secretary, BVFD BoD

**Treasurer's Report
For January 22, 2024**

- **Budget Recap Jan 1, 2023 – Dec. 31, 2023**

Through 100% of the year

Income	103.76 of budget
Expenses	94.69 of budget

- **Cash on Hand as of 01/22/24: \$ 727,936.10**

First United Bank Checking	\$ 22,480.93
First United Bank Christmas Fund	\$ 1,682.53
First United Bank Money Mkt. Acct.	\$ 121,225.91
Schertz Bank Checking	\$ 405,160.52
Schertz Bank Payroll	\$ 154,913.13
Schertz Money Market	\$ 22,473.08

- **Other Business**

We have received our 1st Quarter check from the ESD in the amount of \$553,200. This is reflected in the cash balances shown above.

We have issued a check in the amount of \$160,397.78 to ESD #6 as repayment of year end excess cash as per our contract. This is reflected in the cash balances shown above.

Respectfully Submitted,

Colin Smith
Treasurer

NOVEMBER 2023

57 total runs, 10 fire calls and 47 rescue calls.

8 calls were run out of station 2.

Station 1 ran 8 fire calls and 41 medical calls.

Average rescue response time: 5.83 minutes. Average engine response time: 4.68 minutes

Station 2 ran 2 fire calls and 6 medical calls

Average rescue response time: 4.43 minutes

DECEMBER 2023

60 total runs, 14 fire calls and 46 rescue calls.

7 calls were run out of station 2.

Station 1 ran 10 fire calls and 43 medical calls

Average rescue response time: 7.45 minutes. Average engine response time: 4.81 minutes.

Station 2 ran 4 fire calls and 3 medical calls.

Average squad response time: 5.92 minutes. Average engine response time: 3.16 minutes.



SALARY TABLE – CY 2024

POSITION	HOURLY												
	NEW HIRE	>2	>3	>4	>5	>6	>7	>8	>9	>10	>11	>13	>15
FireFighter	18.70	19.07	19.46	19.84	20.24	20.65	21.06	21.48	21.91	22.35			
Driver/Operator/EMT			19.84	20.24	20.65	21.06	21.48	21.91	22.35	22.80			
Lieutenant/EMT				21.25	21.68	22.11	22.55	23.01	23.47	23.93	24.41	24.90	25.40
Yrs in Grade as LT		1			22.00	22.44	22.89	23.35	23.82	24.29	24.78	25.28	25.78
		2				22.78	23.24	23.70	24.17	24.66	25.15	25.65	26.17
		3					23.58	24.06	24.54	25.03	25.53	26.04	26.56
		4						24.42	24.91	25.40	25.91	26.43	26.96
		5							25.28	25.78	26.30	26.83	27.36
		6								26.17	26.69	27.23	27.77
		7									27.10	27.64	28.19
		8										28.05	28.61
		9										28.47	29.04
		10											29.48

APPROVED JAN 22, 2024 BY BVFD BoD FOR 2024 IMPLEMENTATION



EXAMPLE ANNUAL SALARIES - 2024

Annual salaries are based on 2,586 hours at base rate and 342 hours overtime at 1.5 times base rate

POSITION	ANNUAL SALARY (INCLUDING MANDATORY OVERTIME)												
	NEW HIRE	>2	>3	>4	>5	>6	>7	>8	>9	>10	>11	>13	>15
FireFighter	57,951	59,110	60,292	61,498	62,728	63,983	65,262	66,567	67,899	69,257			
Driver/Operator/EMT			61,498	62,728	63,983	65,262	66,567	67,899	69,257	70,642			
Lieutenant/EMT				65,864	67,182	68,525	69,896	71,294	72,720	74,174	75,658	77,171	78,714
Yrs in Grade as LT		1			68,189	69,553	70,944	72,363	73,810	75,287	76,792	78,328	79,895
		2				70,597	72,008	73,449	74,918	76,416	77,944	79,503	81,093
		3					73,089	74,550	76,041	77,562	79,113	80,696	82,310
		4						75,669	77,182	78,726	80,300	81,906	83,544
		5							78,340	79,907	81,505	83,135	84,797
		6								81,105	82,727	84,382	86,069
		7									83,968	85,647	87,360
		8										86,932	88,671
		9										88,236	90,001
		10											91,351

APPROVED JAN 22, 2024 BY BVFD BoD. ANY VARIATIONS IN ANNUAL PAY WILL BE CALCULATED BASED ON THE HOURLY TABLE AND THE MANDATORY OVERTIME FORMULA ABOVE.

BVFD PAY POLICY (final)

- Salaries are based on the hourly salary table.
- Longevity raises are only granted once a year in January and will equal the number of years service in the actual budget year. (e.g.- hired in July 2014, years of service for 2024 will be 10).
- Raises for promotions, (e.g.-Driver/Operator/EMT to LT/EMT) are effective in the month following the promotion.
- Salary data includes mandatory overtime. Discretionary pay and health benefits are included, but not reflected in salary data.
- Retirement is via 401k with a 2:1 match up to 7% of salary
- Annual salaries are based on 2,586 hours at base rate and 342 hours overtime at 1.5 times base rate

NOTES: RAISES BASED ON YEARS OF SERVICE (TENURE) WILL BE EFFECTIVE JANUARY 1 OF THE YEAR DURING WHICH EMPLOYEE'S ANNIVERSARY FALLS. LONGEVITY RAISES FOR FIREFIGHTER/EMTs END AFTER YEAR 10. FOR LTs, LONGEVITY RAISES AFTER YEAR 11 ARE ONLY GRANTED EVERY TWO YEARS, AND THEN ONLY UNTIL YEAR 15. LTs COMPENSATION IS ALSO BASED ON YEARS TIME IN GRADE AS A LT. COST OF LIVING INCREASES (IF WARRANTED AND APPROVED BY THE BOARD) ARE IN ADDITION TO LONGEVITY RAISES SHOWN IN THIS CHART AND ARE TYPICALLY CALCULATED AND IMPLEMENTED AT THE BEGINNING OF EACH CALENDAR YEAR.